

**TNI Policy Committee Meeting Summary
Friday, April 20, 2018**

1. Welcome, Roll Call and Announcements

In Patsy's absence, Silky led this meeting. Attendance is recorded in Attachment 1.

2. Review of Draft Board Attendance Policy 1-126

Jerry offered a draft policy for review that was created after he had received a request from a TNI member to listen in on all Board teleconferences. As with the NELAP AC, Board meetings have been considered to be "closed" except for invited guests, but nowhere is that documented.

Participants discussed whether such a policy conflicts with TNI's stated goal of "transparency" but after recognizing that the Board minutes are public and reflect all final decisions, participants accepted that the details of the Board's deliberative processes were better kept in confidence. The draft will be revised to address permitting an individual to address the Board on a particular issue, with advance notice, and returned for the May 2 meeting.

3. Re-approval of TNI Complaint Resolution SOP 1-106 to Address Board Requests

This document was presented to the TNI Board at its April 11 meeting. The Board requested clarification of sections 7.1 and 7.2, to ensure that the SOP clearly stated that it is an "either-or" choice. The edit was made and found acceptable, but then we noticed that the recently added flow chart does not address that section. Lynn was asked to get the flow chart updated.

NOTE: When looking at where to add the §7.2 item, it is actually already covered on the second page of the flow chart, in the box that states "TNI Staff Assigns Complaint to Appropriate Group for Investigation" – in this case, the "group" could be one or more of the individuals named in §7.2. It appears that a revision to the flow chart is not actually needed.

The SOP will be returned to Policy for final approval and return to the Board.

3. Approval of Advocacy Document Control SOP 1-122

This document was created to accompany the Document Control SOP 1-104, since there are a variety of documents that need less strict control than, for instance, standards, but yet do need some formal scheme for identification and review. Several minor comments were made and can be addressed as editorial, so Bob moved and Calista seconded that the SOP be approved with those editorial changes made. Approval was unanimous.

4. Five-Year Review of Management of Records POL 1-104

Participants noted that formats for policy documents (POL X-YYY) seem to vary considerably. Jerry noted that only SOPs and standards have a fixed structure, and that the variation in policies is needed because the content is highly variable.

The following edits were suggested:

§I – eliminate the term "Institute" and refer to TNI records, instead

§II – in order to permit the Secretary to delegate the custodian role, change the phrasing to "shall manage the custody of all TNI records, which includes their storage and disposal."

§III – to be consistent with the change in §II, replace "designate" with "manage" in subnumber 2. Also replace "review and modify" with "manage" in subnumber 6m delete

the word “developed” since those are now in place, and rephrase the ending of the sentence to read “ensure they comply with applicable laws.”
§IV – remove “local, state, or federal”

These changes are deemed editorial, so that the revised document need not be reviewed by the Board. Bob moved and Mei Beth seconded that the revised document be approved; voting was unanimous in favor of approval.

5. Five-Year Review of Creation and Use of Guidance POL 1-105

Participants suggested the following edits:

§IV – delete the first subnumber 1, renumber 2 & 3 to become 1 & 2 and verify that the disclaimer language matches that in the Guidance SOP 1-105 (*yes, it does*)
Add a Related Documents Section, including the Guidance SOP 1-105

These changes are considered editorial. Mei Beth moved and Bob seconded that the document be approved with the suggested edits. Approval was unanimous.

6. Future Meeting

The next meeting will occur on Friday, May 4, 2018. An agenda and documents will be sent in advance of the meeting.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org		No
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
118				
119				
120				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
11 *	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies (<i>SOP 1-116 in development</i>)
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just “TNI training” (e.g., NELAP Evaluation SOP 3-102)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues NEED FOR COMMITTEES TO SPECIFY DECISION RULES WAS ADDRESSED IN UPDATED COMMITTEE CHARTERS
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version (see also #25, below)	5/9/16	Internal audit database will NOT be publicly available.
18 *	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
19	Ensure that “ASAP” gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	
20 *	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be	11/4/16	

	mandated for committee chairs and staff.) See also #11, above.		
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available (2-101 completed March 2018)	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits (see also #16, above)	2/3/17	Ilona?
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103
30*	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open – as a freestanding document or a policy?
32	Consider whether and how to monitor/audit specific tasks/responsibilities assigned to elected officers and TNI staff members.	1/5/18	Related to discussion of internal audit checklist for Policy
33	Need sexual harassment policy	1/25/18	From Staff Meeting in Albuquerque